

LIBRARIAN - PERSON SPECIFICATION

E= Essential, D = Desirable

	E	D
Skills/Abilities		
Able to organise own workload and activities to deadline and quality standards	✓	
Ability to understand and follow procedures e.g. health & safety, child protection and safeguarding, school behaviour policy	✓	
Able to demonstrate understanding of complex problems and apply in depth knowledge to address them		✓
Able to develop original techniques, methods and solutions	✓	
A team player able to work effectively in a team and contribute to wider initiatives.	✓	
Able to supervise work of students	✓	
Ability to set targets and monitor progress	✓	
Ability to create effective relationships with a variety of different people	✓	
Able to have a positive impact on desired student behaviour	✓	
Good communication skills, with a high level of literacy and the ability to clarify and explain instructions	✓	
Able to communicate and build positive relationships with parents and other stakeholders	✓	
The ability to support, motivate, encourage and understand students maintaining an appropriately professional and detached relationship	✓	

Professionally discrete and able to respect confidentiality in particular areas	✓	
Effective use of ICT	✓	
Ability to work with and analyse data	✓	
Knowledge and Understanding		
Awareness of the needs of children with a variety of SEND needs		✓
Some knowledge of KCSIE and education legislation		✓
Awareness of the reasons for students getting into difficulties and strategies for how to assist students in overcoming them	✓	
Experience		
Experience of working in an educational setting and/or library		✓
Demonstrable experience of working with young people and families and assisting with guided reading strategies		✓
Experience of working with vulnerable children		✓
Experience of cataloguing / organising stock		✓
Qualifications/Training		
Education equivalent to A-level standard	✓	
Degree or other higher qualifications		✓
Training in pastoral care / educational psychology / related areas		✓
Other qualifications relevant to the post		✓
NVQ Level 3 Teaching Assistant qualification or equivalent		✓
Training in the relevant strategies e.g. dyslexia, autism, literacy, numeracy, ICT		✓
Willingness to obtain relevant qualifications	✓	
Attributes		
Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people	✓	
The ability to deliver cover work and actively engage with children during cover lessons		✓
A team player with the ability to build effective working relationships with all pupils and colleagues	✓	

Ability to work proactively and at pace, remaining calm under pressure.	✓	
A love of reading and life-long learning	✓	
The ability to promote a love of reading to a diverse school population	✓	